

# SVK002 Understand RTO Responsibilities (Standards 2015)

## Application

SmartVET Knowledge Online Courses are designed to give both new and experienced RTO staff the background knowledge of the VET sector and the responsibilities of a registered training organisation to ensure ongoing compliance and quality of service.

This course explains the RTOs responsibilities under the Standards for RTOs to ensure ongoing compliance. The course is suitable for all experienced personnel within the RTO to gain a deeper understanding of the Standards.

Participants will receive:

- 30 days access to the online course material.
- Useful downloads for later reference.
- A certificate of completion.

## Unit Sector

Professional Development, VET Knowledge, RTO Compliance.

## Course Structure

The course covers the following topics:

| LESSON                                       | CONTENT   |
|--|---|
| 1 Advertising and Initial Engagement         | 1.1 Advertising and Learner Engagement  |
| 2 Enrolment Processes                        | 2.1 Providing Advice and Information to Learners<br>2.2 Pre-paid Fee Protection<br>2.3 Credit Transfer  |
| 3.Supporting Learners                        | 3.1 Supporting Students<br>3.2 Keeping Students Informed<br>3.3 Managing Complaints and Appeals   |
| 4 Training and Assessment Practices          | 4.1 Training and Assessment Strategies and Practices<br>4.2 Industry Engagement<br>4.3 Assessment Practices<br>4.4 Staff Skills and Qualification Requirements<br>4.5 Trainer Supervision<br>4.6 Training and Assessment Courses<br>4.7 Transition Requirements for Superseded Qualifications |
| 5 Course Completion                          | 5.1 Issuing Certification<br>5.2 Unique Student Identifier Scheme   |
| 6 RTO Regulatory and Compliance Requirements | 6.1 RTO Governance Requirements<br>6.2 RTO Financial Requirements<br>6.3 Third-party Arrangements<br>6.4 Insurance Requirements<br>6.5 Data Provision Requirements<br>6.6 Working with ASQA<br>6.7 General Compliance Requirements  |

## Links

More information can be found at: <https://tlrq.com.au/pages/smartvet>